

RMS Training

**Sponsored by
the RMS Center**

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RMS Training

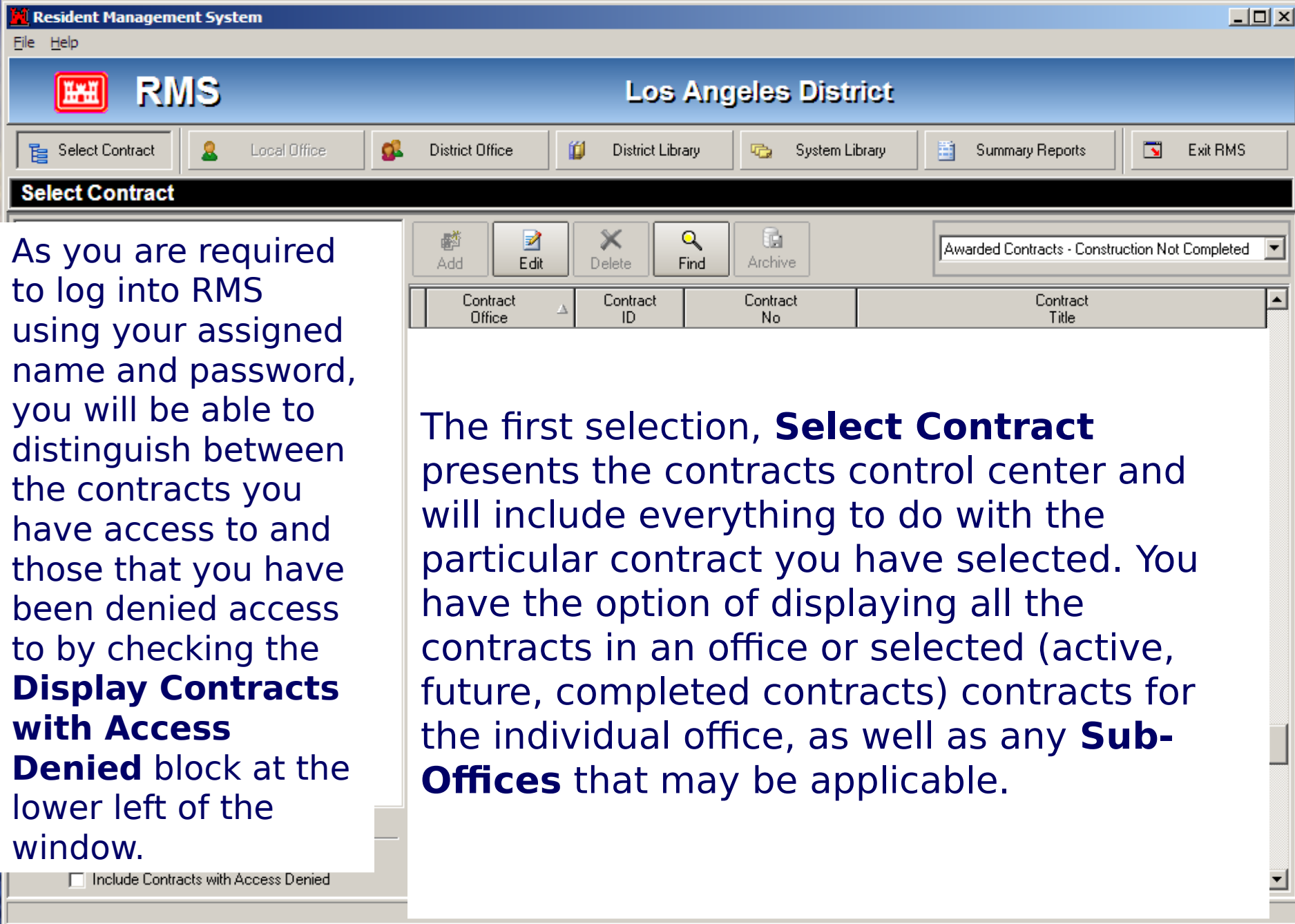
Objectives for this session:

To provide a brief overview to aid in using the current version of the RMS software.

RMS Training

RMS Main Menu Selections

Select Contract (Home)
Local Office
District Office
District Library
System Library
Summary Reports



The screenshot displays the Resident Management System (RMS) interface. The title bar reads "Resident Management System". Below it is a menu bar with "File" and "Help". The main header area has a blue background with the RMS logo (a red square with a white building icon) and the text "RMS" on the left, and "Arizona/Nevada Area Office" on the right. Below the header is a navigation bar with several buttons: "Select Contract" (with a list icon), "Local Office" (with a person icon), "District Office" (with a group of people icon), "District Library" (with a book icon), "System Library" (with a folder icon), "Summary Reports" (with a bar chart icon), and "Exit RMS" (with a red X icon). Below the navigation bar is a black bar with the text "Local Office" in white. The main content area is divided into two sections. On the left is a sidebar with a list of links: [Office Description](#), [Office Personnel](#), [Office Policy](#), [Office Documents](#), [Office User Entries](#), [P2 Projects](#), [Local Milestones](#), [Mod Routing Slip](#), [Interface Schedules](#), and [User Permissions \(2.37\)](#). On the right is a large white area containing three paragraphs of text.

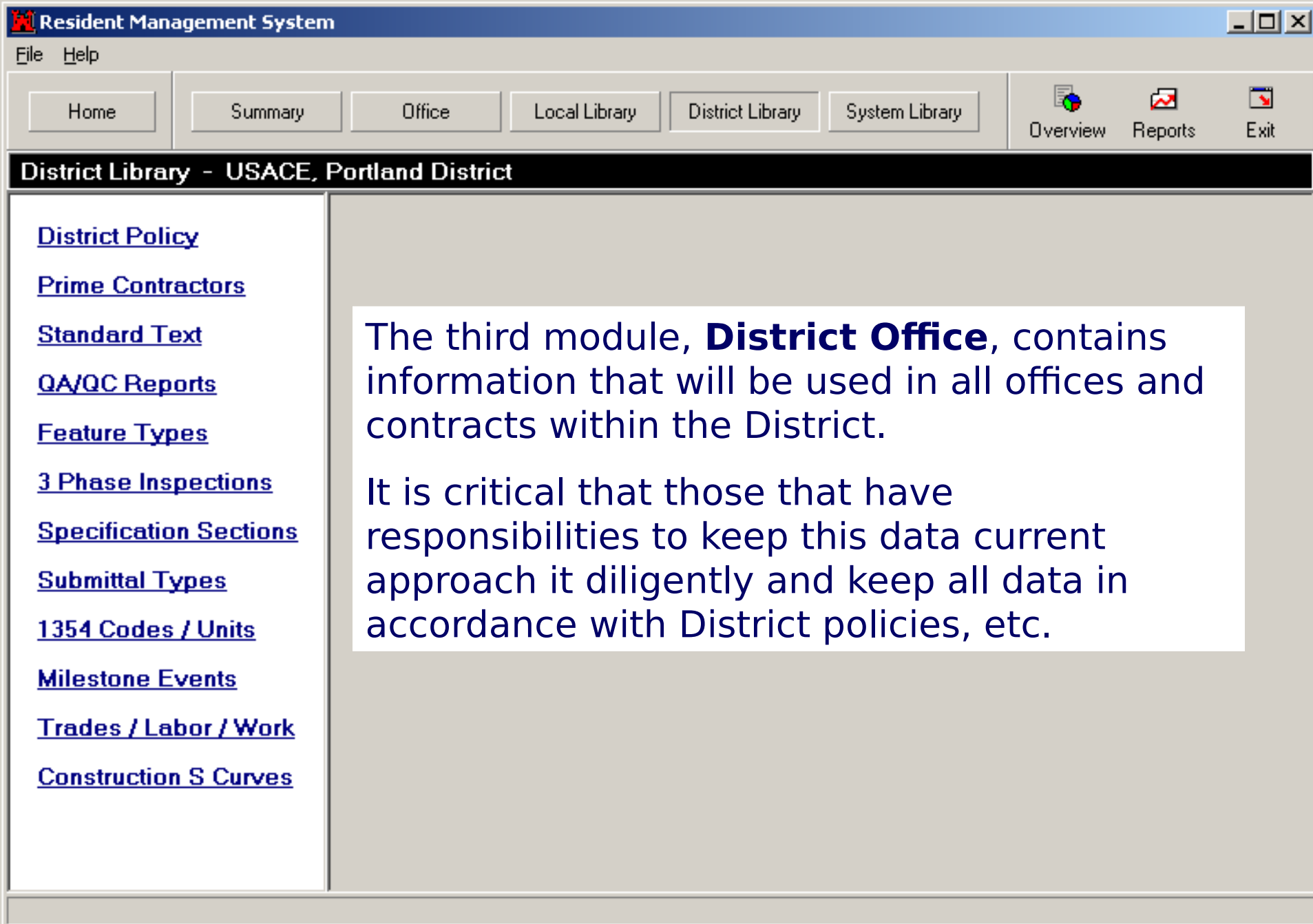
Office Description
Office Personnel
Office Policy
Office Documents
Office User Entries
P2 Projects
Local Milestones
Mod Routing Slip
Interface Schedules
User Permissions (2.37)

The second module, **Local Office**, tracks data pertaining to the offices and staff that will interface with RMS for all contracts. The staffing will include all local users and other support staff, such as the Contracting Officer, submittal reviewers from other offices, etc.

This is also where you would create "Office Documents", such as the Office Safety Plan, or QA Plan.


You can create any desired Milestones for the office and set interface schedule for CEFMS and P2.

Some of this information was formally found in the "Local Library", which has been deleted.



Resident Management System

File Help

 **RMS**

Los Angeles District

Select Contract

Local Office

District Office

District Library

System Library

Summary Reports

Exit RMS

District Library

[Contract Groups](#)

[Custom Reports](#)

[Word Templates](#)

[User Defined Macros](#)

[Letter Agency Codes](#)

[Standard Text](#)

[QA/QC Reports](#)

[Features of Work](#)

[Submittal Types](#)

[District Milestones](#)

[Claim Events](#)

[Contractor Trades](#)

[Labor Classifications](#)

[Work Categories](#)

[Construction S Curves](#)

The fourth module, **District Library**, contains all the libraries maintained by the District Office.

This provides uniformity of field offices in areas considered appropriate to be directed or shared from District Staff, policies and procedures. It is important to ensure that the libraries contain all desired information to cover the areas listed.

Changes made in the Library affect all contracts within the database that fall under the District Office.

The screenshot displays the Resident Management System (RMS) interface. At the top, the title bar reads "Resident Management System" with standard window controls. Below this is a menu bar with "File" and "Help". The main header area features the RMS logo (a red square with a white castle icon) and the text "RMS" on the left, and "USACE" on the right. A navigation bar contains several buttons: "Select Contract" (with a list icon), "Local Office" (with a person icon), "District Office" (with a group of people icon), "District Library" (with a book icon), "System Library" (with a folder icon), "Summary Reports" (with a bar chart icon), and "Exit RMS" (with a red X icon). Below the navigation bar, a black bar highlights "System Library". The left sidebar lists several menu items: [Fund Types](#), [Program Types](#), [Contract Status Codes](#), [Primary Delay Codes](#), [Mod Reason Codes](#), [FAR References](#), [Originating Agencies](#), [Specification Sections](#), [PD² CLIN Units](#), and [1354 Codes & Units](#). The main content area contains three paragraphs of text.

System Library

[Fund Types](#)
[Program Types](#)
[Contract Status Codes](#)
[Primary Delay Codes](#)
[Mod Reason Codes](#)
[FAR References](#)
[Originating Agencies](#)
[Specification Sections](#)
[PD² CLIN Units](#)
[1354 Codes & Units](#)


The fifth module, **System Library**, contains all the libraries maintained by the RMS Center. These libraries include HQUSACE policy-driven selections that will seldom change and are considered critical enough that uniformity throughout all USACE Offices is required.

The Program Types, Contract Status Codes, and the Primary Delay Codes, can be modified to include only those that are relevant to your District to appear in the various “lookup” tables throughout the RMS program.

The RMS Center is tasked with keeping this data current and in accordance with USACE Directives and/or Policies.

President Management System

help

 **RMS** Los Angeles District

Select Contract Local Office District Office District Library System Library Summary Reports Exit RMS

Summary Reports - Administrative

Administrative Reports

[Financial Reports](#)

[VQC Reports](#)

[Submittal Reports](#)

[Schedule Reports](#)

[Closeout Reports](#)

[Library Reports](#)

Expand Collapse

- Contract Status
 - Status of Construction
 - Contract Status Sheet - By Contract
 - Contract Status Sheet - By Phase
- Metrics
 - CCG Construction Project Metrics
 - Military Construction - Cost & Time Growth
 - Cost / Time Growth Caused by All Changes
- P2
 - District RMS / P2 Linking Status
 - USACE RMS / P2 Linking Status
 - RMS Contracts Linked to P2 Projects
 - RMS Contracts Not Linked to P2 Projects
 - P2 WBS's Not Linked to RMS
 - Invalid Construction WBS's
 - Funding Accounts Not Linked to Projects
 - Project Listing
- Correspondence & RFIs
 - Request for Information Status Report - By Contract
 - Outstanding Requests For Information
 - RFI Outstanding Detail
- PDT / Contractors
 - Project Delivery Teams
 - Contractor Listing
 - Small Business Distribution
 - Contractor Personnel Onsite

The sixth selection, **Summary Reports**, presents the reports available across all Contracts in your database.

The Reports are divided into sections to pretty much match the actual Contract Screens.

You will need to 'double-click' the report to launch it.

RMS Training

RMS Contract Menu Selections

ADMINISTRATION

FINANCES

QA/QC

SUBMITTALS

SCHEDULES

CLOSEOUT

IMPORT/EXPORT

CONTRACT

REPORTS

**RMS****RMS Training Contract**

Close Contract



Administration



Finances



QA/QC



Submittals



Schedules



Closeout



Import/Export



Contract Reports

Administration[Contract Status](#)[Contract Description](#)[Contract Personnel](#)[Contract Documents](#)[Contract Setup](#)[P2 Projects](#)[Correspondence](#)[Request for Information](#)[Contract User Entries](#)[Prime Contractor](#)[Subcontractors](#)[Contractor Insurance](#)[Contractor Payrolls](#)[Labor Interviews](#)

Administration - This area presents what we need for the normal administrative functions of a typical contract. It is where we will enter the descriptive data and status for the contract and setup the various areas for the contract to utilize RMS in a more meaningful way for the particular contract or Customer. Letters pertaining to the contract will be here under **Correspondence** and **Request for Information**. Tracking data for **Prime Contractor**, **Subcontractors**, **Insurance**, **Payrolls** and **Labor Standard Interviews** will be found here also.

**RMS****RMS Training Contract**

Close Contract



Administration



Finances



QA/QC



Submittals



Schedules



Closeout



Import/Export



Contract Reports

Finances[Contract Finances](#)[Recompute Finances](#)[Award CLINs](#)[Current CLINs](#)[Pay Activities](#)[Progress Payment](#)[Contract Changes](#)[Contract Modifications](#)[Contractor Claims](#)

Finances - Anything to do with MONEY will be found with this selection. It is the place where CEFMS data is exchanged and we setup our contract funding and Award CLINS, etc.

Contractor Activities, Changes, Modifications and **Progress Payments** are selected from this module.

Contractor Claims are available from this location, as well as the Summary level.

**RMS****RMS Training Contract**

Close Contract



Administration



Finances



QA/QC



Submittals



Schedules



Closeout



Import/Export



Contract Reports

QA/QC[QA/QC Daily Reports](#)[QA/QC Summary](#)[Weather Delays](#)[Features of Work](#)[3 Phase Inspections](#)[Hazard Analysis](#)[QC Requirements](#)[Equipment Checks](#)[Dredging Equipment](#)[Exposure Hours](#)[QA Tests](#)[Required Verifications](#)[Planned Interviews](#)

QA/QC – Whether you are using RMS or a paper napkin to manage contracts, pre-job planning cannot be overlooked. There are just some tasks that the Resident Office must tackle; Quality Assurance and Quality Control are two of the more important ones. RMS simply makes it orderly and consistent. Tracking and reporting tools are found here, as are the tools for setting up the three-phase inspection checklists and planned Labor Standard Interviews. Contractor control and reporting tasks are also included with this selection. The daily Quality Assurance Report (QAR), the Quality Control Report (QCR) and QC requirements are accessed through this selection.

**RMS****RMS Training Contract**

Close Contract



Administration



Finances



QA/QC



Submittals



Schedules



Closeout



Import/Export



Contract Reports

Submittals[Specification Sections](#)[Submittal Register](#)[Transmittal Log](#)[Submittal Reviewers](#)

Submittals - Submittal Logs and Transmittal Logs are located here. The ENG Form 4288 and ENG Form 4025 are populated from the data entered. Submittal Reviewers are entered from this area.

Submittal sections may include the MasterFormat 1995 and/or the newer MasterFormat 2004 library versions from SpecsInTact.

(Note: Since the SpecsInTact program is maintained by NASA, it probably took a “Rocket Scientist” to come up with the ‘new’ listing of so many Divisions.)

Schedules

[Milestone Schedule](#)

[Monthly Schedule](#)

[Activity Schedule](#)

[Feature Schedule](#)

Schedules - Anything to do with DATES and PLACEMENT will be found in this section. Dates included here include the **Feature Schedule, Activity Schedule, Milestone Schedule** and the **Monthly Placement Schedule**.

**RMS****RMS Training Contract**

Close Contract



Administration



Finances



QA/QC



Submittals



Schedules



Closeout



Import/Export



Contract Reports

Closeout[Real Property](#)[Transfers - DD1354](#)[Requisition - DD1149](#)[Contractor Evaluation](#)[A-E Evaluation](#)[Warranty Inspection](#)[Closeout Documents](#)

Closeout - Closeout activities can consume a significant amount of resources and, if not managed carefully, will be put off until the least opportune time...at the end of the job, when you are really too busy to worry about items that have already taken place. This module can be updated throughout the life of the contract and will produce, almost effortlessly, the DD Forms 1354, 1149, and 2626. This section is a major time saver. After the contract is completed you will be making periodic Warranty Inspections. This is the place to record the results and actions of the Warranty Inspections.

**RMS****RMS Training Contract**[Close Contract](#) [Administration](#) [Finances](#) [QA/QC](#) [Submittals](#) [Schedules](#) [Closeout](#) [Import/Export](#) [Contract Reports](#)**Import/Export**[Import/Export QCS](#)[Import/Export QAS](#)[Import P2](#)[Import Submittals](#)[Import Real Property](#)[Import Another Contract](#)[Export Mods List](#)

Import/Export - Importing data from a variety of sources is another key feature of RMS. Whether you need to import from the Contractor version of RMS (QCS), a Contractor scheduling package (SDEF) or the submittal register, it is all done from this selection. RMS will also export to other programs, such as P2 and the Government stand-alone program, QAS, which is similar in principle to the Remote QCS program used by our Contractors.

A newer feature for this version is the ability to import another contract, where the contract itself may be very similar or even identical.

**RMS****RMS Training Contract**

Close Contract



Administration



Finances



QA/QC



Submittals



Schedules



Closeout



Import/Export



Contract Reports

Contract Reports - Administrative**Administrative Reports**[Financial Reports](#)[QA/QC Reports](#)[Submittal Reports](#)[Schedule Reports](#)[Closeout Reports](#)

Expand



Collapse

- [-] Status Reports
 - [+] Contract Status Sheet by Phase
 - [+] Contract Status Sheet
 - [+] Government Action Items
 - [+] Contractor Action Items
- [-] Correspondence Reports
 - [+] Correspondence - Subject and Status
 - [+] Correspondence - Draft Letters
 - [+] Correspondence - Subject Listing
- [-] RFI Reports
 - [+] All Requests for Information
 - [+] Outstanding Requests for Information
- [-] Contract Data
 - [+] List of Contractors

This module, **Contract Reports**, is similar to the previous “Summary Reports”, but give you reports just for the currently selected contract.

The Reports are divided into sections to match the actual modules within a contract.

You will need to ‘double-click’ the report to launch it.

RMS Training

Questions?